



# OWL

Un-packing



SCAN & WATCH

Inside your Owl Pro packaging, you'll find:

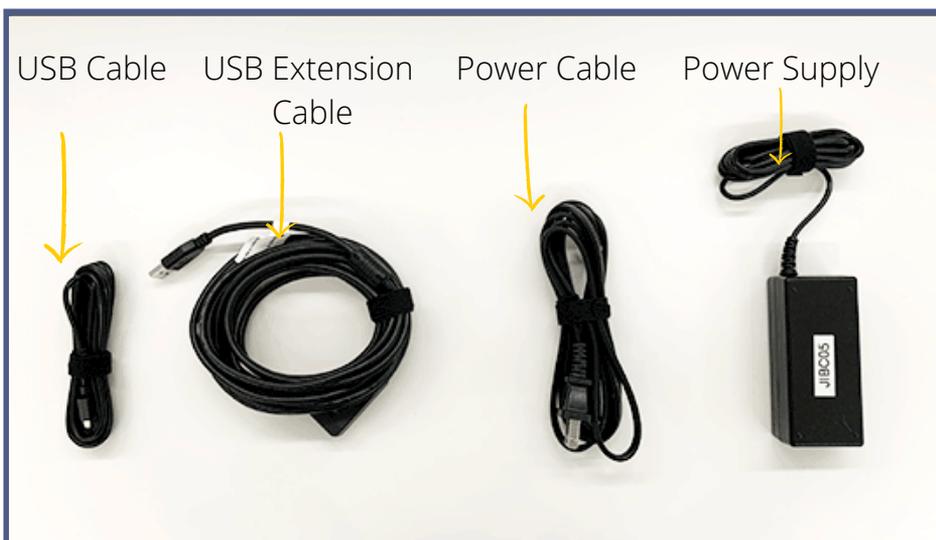
1. Your Meeting Owl Pro
2. USB cable
3. USB extension cable
4. Power cable
5. Power supply
6. Quick Start Guide and other product brochures



Meeting Owl Pro

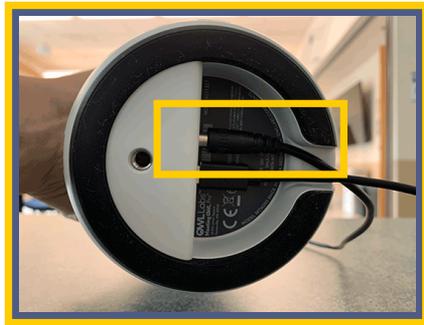


Package of Cables



To get your Meeting Owl Pro ready for your first meeting:

1. Turn your Owl over and plug in the USB cable and power adapter.



Insert the power adapter into the round port on the bottom of the Owl



Insert the USB cable into the rectangular port on the bottom of the Owl

2. Plug the USB cable into the computer where you'll be running your video conferencing software. Plug the power cable into the power supply, then plug the other end into an outlet. When the Owl's eyes stop pulsing and you hear a "hoot," your Owl is ready to use.



Plug the USB cable into your computer



Plug Power Cable into Power supply



Plug the other end of power cable into an outlet

3

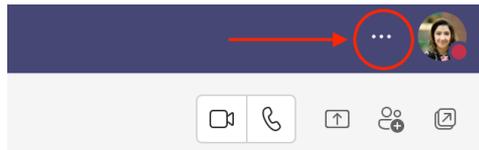
## OWL

### Video Conferencing set-up (Microsoft Teams)

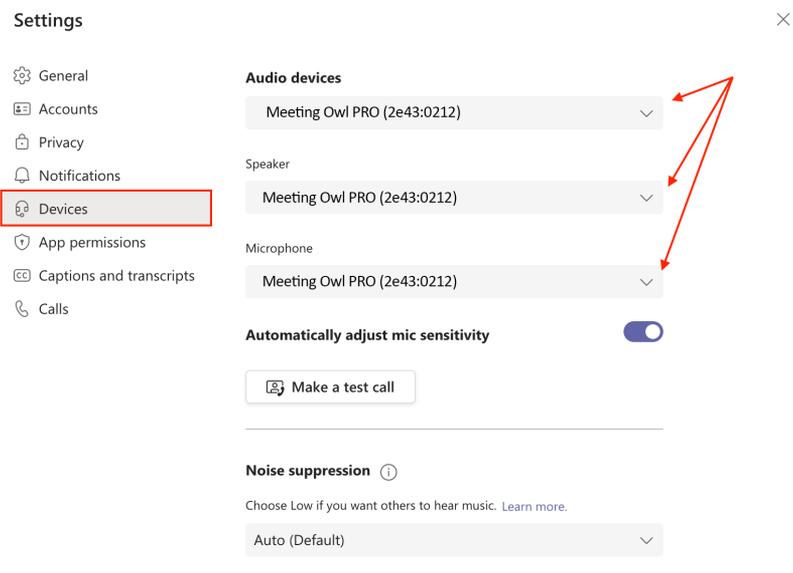
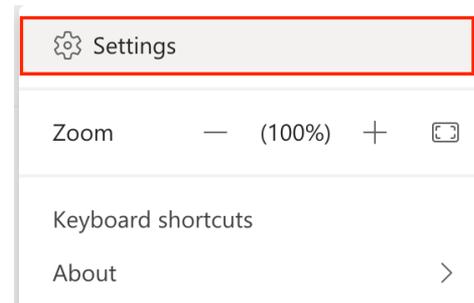
Launch your preferred video conferencing software, such as Collaborate, Microsoft teams or Zoom.

If you are using Microsoft Teams:

1. In the Microsoft Teams main window, click the three dots (...) beside your profile picture in the top right corner of the window.

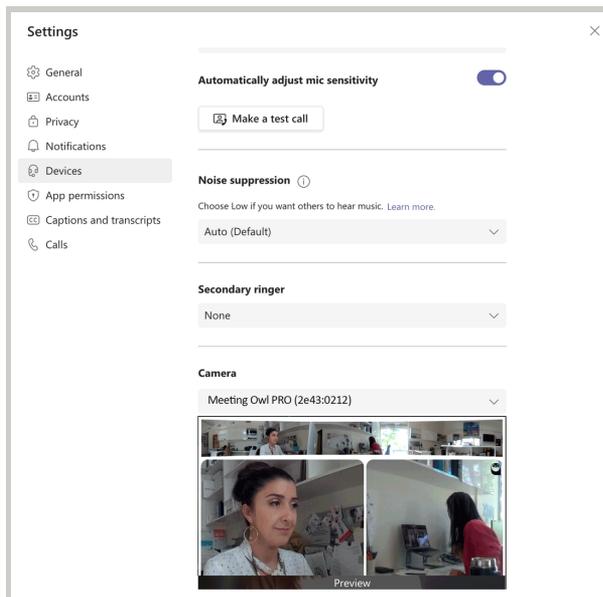


3. Select *Settings* from the drop-down menu.
4. Select *Devices* from the menu on the left.
5. Choose **Meeting Owl** as your Audio devices (Speaker & Microphone).



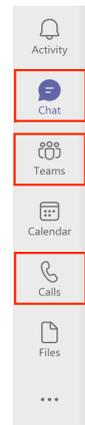
6. Scroll down to **Camera**.

7. Choose **Meeting Owl** as your **Camera**



8. Close the Setting by clicking the big X on top right corner.

9. Select the participants you would like to call from either the **Chat**, **Teams**, or **Calls** menu on the left.



10. Select the video icon , Join  or Meet  to start the video call.

## Volume Controls

Meeting Owl Pro has manual volume controls along the bottom of the device. You can raise or lower the Owl's speaker volume or mute the Owl's microphone.

## ROOM SETUP OPTIONS

In a small huddle room that fits 2-4 people, place the Owl in the center of the table, at least 18" (0.5m) from the TV. In a larger room, Place the owl in the center of the table, at least 3ft (1m) from the TV, but no more than 6ft (2m) from the farthest participant.

